



MEMO

To: Kathy Kitto, Interim Dean, Graduate School
From: Bob Mitchell, Chair, Bylaws Committee
Date: June 4, 2019
Subject: Graduate Faculty Governance Council Constitution & Bylaws

Please find attached the constitution & bylaws and an organizational chart for the newly proposed Graduate Faculty Governance Council. The history of the development of these documents are as follows:

- On 12/3/2018 the Faculty Senate voted to support the transition of the Graduate Council into a College Governance Council to be consistent with the other colleges in the university and to better serve the growing needs of the Graduate School (see [Senate Minutes](#));
- On 1/14/2019 the Faculty Senate voted to remove the Graduate Council as standing committee under the Academic Coordinating Commission (see [Senate Minutes](#)), allowing the development of College Governance Council.
- At the 1/15/2019 Graduate Council meeting, the Council established a committee that was charged to develop a constitution and bylaws for the new Graduate Faculty Governance Council (Bob Mitchell, chair; Beth Boland, Craig Dunn, Kristi Lemm, graduate student Anna Schorr, and advisor Lizzy Ramhorst).
- At the 2/26/2019 Graduate Council meeting, the Bylaws Committee presented a proposed model for the general structure of the new Graduate Faculty Governance Council (GFGC), which was approved by the Graduate Council. Upon approval, the Bylaws Committee was charged to write a constitution and bylaws draft.
- At the 5/14/2019 Graduate Council meeting, the Bylaws Committee presented a GFGC constitution and bylaws draft, including a draft of a new organizational chart and preamble. After discussion, the Bylaws Committee requested comments in writing on the draft by May 20.
- At the 5/28/2019 Graduate Council meeting, the Bylaws Committee presented a final draft of the GFGC constitution and bylaws and organizational chart. After discussion, the draft was unanimously approved with some minor suggested edits.

Major features of the proposed Graduate Faculty Governance Council that are different than the current Graduate Council structure include:

- An Executive Council that will establish and maintain communications between the GFGC, Committees, and the Graduate School administration in facilitating the charge of the GFGC. The Executive Council will also work closely with the Dean of the Graduate School on strategic planning, policy and standards, and resource allocation.
- A Curriculum Committee that reviews graduate curriculum proposals from all academic units to ensure quality, consistency, and accuracy and recommends approval to the Academic Coordinating Commission.
- A Program Review Committee that conducts periodic reviews of all graduate programs to ensure ongoing program and process effectiveness, following guidelines provided in the *Guidelines for Graduate Program Reviews*.
- A Graduate School Representative Committee that will work with the Graduate School in assigning a Graduate Faculty member as an external observer of a thesis defense or oral examination to ensure that the process is carried out in a fair and impartial manner.
- A vote for officers (chair and vice chair) will occur in the fall, rather than the spring to ensure experienced leadership over the summer to address emergent issues.

Going forward, we will initiate a marketing campaign early fall quarter to maximize awareness of the new Graduate Faculty Governance Council; followed by a comment period to allow all Graduate Faculty on campus an opportunity to review the proposed constitution & bylaws; and, after addressing comments, there will be a campus-wide vote of all Graduate Faculty for final approval of the constitution & bylaws.

The Bylaws Committee,

Bob Mitchell, Chair
Beth Boland
Craig Dunn
Kristi Lemm
Anna Schorr
Lizzy Ramhorst (advisor)